

**2015-2016 MontCAS Test Security Agreement
System Test Coordinators—Multi-State Alternate Assessment (MSAA)**

I acknowledge by my signature on this form that the MSAA is a secure test and agree to each of the following conditions to ensure test security:

1. I will take all necessary precautions to safeguard all tests and test materials, whether printed material or computer-based, by limiting access to only persons within the local educational agency (SS) who are responsible for and have professional interest in the tests' security.
2. I have and shall have all other persons having access to the tests and test materials read and sign the MontCAS Pilot Test Security Agreement for the MSAA and will keep the agreements on file.
3. I will only allow access to the MSAA System and secure testing materials for the MSAA, to persons who have completed the MSAA Online Test Administration Training Course with a minimum score of 80%.
4. Except during the administration of the tests, I will keep printed test materials in a securely locked room and, when possible, in a locked storage cabinet within that room.
5. I will securely destroy all print-on-demand papers, scratch paper, and other documents as prescribed in the Test Administration Manual (TAM).
6. I understand that I am directly responsible for immediately reporting any violation or suspected violation of test security or confidentiality.
 - a. I will immediately report incidents to the principal/authorized representative and OPI by phone or in person within 3 days of the incident and will complete the Test Irregularity Report (TIR) within five days of the incident.
 - b. I understand that if I have a concern about ramifications from local reporting of a test irregularity, I may complete and submit a paper form directly to the State Assessment Director.

A pdf copy is available online for this purpose:

<http://opi.mt.gov/pdf/Assessment/SMART/15ConfidentialTIR.pdf>

It can be faxed or mailed to:

Judy Snow, OPI State Assessment Director

P.O. Box 202501, Helena, MT 2501 or FAX: 406-444-0743

By signing below I affirm that I have completely read, understand, and shall abide by this test security agreement.	
Signature	Date
Print Name	Position
School/School Site	School System